



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION
(TAAI)**

Number: 05-58

14 November 05

Constitution Day and Citizenship Day Mandatory Training

1. Reference memorandum, HQ NGB, NGB-J1, 23 Sep 05, subject: Constitution Day and Citizenship Day (TN-05-68).
2. Public Law 108-447, December 8 2004, (36 USC Section 106), designated 17 September of each year as "Constitution Day and Citizenship Day" to commemorate the formation and signing of the Constitution on 17 September 1787, and to recognize all who by coming of age or by naturalization have become citizens.
3. Public Law 108-477, also mandates all Federal agencies or departments provide training and educational materials on the Constitution to all employees on Constitution Day and Citizenship Day annually and to all new employees as part of their new employee orientation. This requirement was further mandated by the Department of Defense (DoD) for all DoD agencies including the National Guard Bureau. The California National Guard Human Resources Office (HRO) totally supports this initiative and requires all California Air and Army Guard federal technicians to comply with DoD requirements.
4. In order to ensure employees receive training, DoD has developed a website containing educational and training materials appropriate for the DoD workforce (<http://constitutionday.cpmc.osd.mil>). The website may be used to meet the annual requirement of PL 108-477 and provides a multi-media presentation on the Constitution and its connection to the mission of the Department of Defense. The website also contains a **mandatory** online course, which can be completed in as little as 20 minutes.
5. Supervisors and managers must ensure employees complete the course and provide a printed certificate of course completion to the HRO Employee Development Specialist **NLT 31 December 2005**. New employees must provide course completion certificate NLT 30 days upon appointment. Employees may use duty time to complete the course, providing workload and other priorities permits.
6. Questions regarding this TAAI may be directed to Marjorie Rodriguez, HRO Employee Development Specialist at CAGNET 6-3493, DSN 466-3493, COM (916) 854-3493. Printed certificates of completion may be scanned and emailed to marjorie.rodriguez@us.army.mil; or faxed to (916) 854-3493.


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